

Report Date: 13 Jun 2014

Summary Report for Individual Task
552-101-3892
REVIEW PROMOTION BOARD PROCESS
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD7 - This product/publication has been reviewed by the product developers in coordination with the installation/activity name foreign disclosure authority. This product is NOT releasable to students from foreign countries.

Condition: You are a Chief Warrant Officer, preparing for a centralized promotion board, you have AR 600-8-29 Officer Promotions, AR 350-100 Officer Active Duty Service Obligations, your Officer Record Brief (ORB), access to the internet for researching your Official Military Personnel File (OMPF), and pertinent Military Personnel (MILPER) messages.

This task should not be trained in MOPP 4.

Standard: Review the promotion board process IAW AR 350-100. Review your ORB/OMPF and identify corrections to be made.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: Review personnel records for accuracy in preparation for completing a board file.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify centralized promotion board procedures.
2. Determine promotion eligibility date (PED).
3. Review records for completeness by identifying common errors.
 - a. Review and submit corrections to ORB.
 - b. Review and submit corrections to OMPF.
4. Certify My Board File (MBF) on HRC website.
 - a. Review photograph in digital format in the Department of the Army Photograph Management Information System (DAPMIS) for accuracy.
 - b. Determine evaluation requirements for promotion board.
 - c. Correct inaccurate information, and certify MBF.
 - d. Identify reasons to correspond with the President of the Board.
5. Identify current promotion trends for 151A Aviation Maintenance Technical Warrant Officers from branch specific and senior Warrant Officer published guidance.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all steps were passed (P). Score the Soldier NO-GO if any step was failed (F). If the Soldier failed any step, show the Soldier what was done wrong and how to do it correctly. If the Soldier received a NO-GO, some training may be needed. Make sure that appropriate follow-up has been completed on indicated training.

Evaluation Preparation: Setup: Provide a computer with access to the HRC website.

Brief Soldier: Prepare records for promotion.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified concepts of centralized promotion board procedures.			
2. Identified promotion zones of consideration.			
3. Reviewed records (ORB/OMPF) for completeness and identified common errors.			
4. Certified My Board File (MBF) on HRC Website.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 350-100	OFFICER ACTIVE DUTY SERVICE OBLIGATIONS	No	No
	AR 600-8-29	OFFICER PROMOTIONS	No	No
	PAM 640-1	OFFICERS GUIDE TO THE OFFICER RECORD BRIEF	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful

effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Individual Critical Task List for Military Occupational Specialty (MOS) 151A (Advanced)	Warrant Officer	MOS: 151A, Skill Level: CW3, Duty Pos: HBU, LIC: EN